



CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

CHECKLIST FOR MINOR ARCHITECTURAL REVIEW APPLICATIONS (and Staff Approvals where applicable under Ord 97-01)

This packet contains filing instructions for completing a Minor Architectural Review application. Minor Architectural Review applications apply to:

1. Roof Replacements
2. Color changes
3. Like-for-like replacements (colors, windows, roofs)
4. Additions that are less than 25% of the existing conditioned living area of residence, and where materials match those of existing residence.

These types of applications can be approved by two signatures from City Staff (usually the City Planner and the City Engineer), as authorized by **Ordinance No. 97-01**.

PROCESS:

Please submit your application packet to the City for processing. Staff makes every attempt to process these applications as quickly as possible, but please allow up to 5 days for review. Once Nevada City's approval has been obtained, a building permit can be obtained (if needed) from the Nevada County Building Department (located at the Nevada County Government Building at 950 Maidu Avenue, Nevada City, CA 95959; phone: 530-265-1222.) The Building Department will require 2 sets of plans that include two City staff signatures (usually City Planner and City Engineer). Building Department will require a City-approved copy of your application prior to issuance of any permits.

The Nevada City Fire Department should also be contacted to determine if their approval is required (phone 530-265-2351, located at Providence Mine Road, Nevada City, **or obtain a copy of their plan submittal requirements**).

CHECKLIST:

- ☐ 1. **Filing fee of \$50.00, with checks being made payable to City of Nevada City.**
- ☐ 2. Signed, completed application form by owner or authorized agent (if agent is signing, please include a letter of authorization from the property owner.)
- ☐ 3. For color changes, provide color chips of proposed color.
- ☐ 4. Material specifications (provide details for roof types, window types, materials to be used)
- ☐ 5. Site plan indicating where work will be done
- ☐ 6. Photograph(s) of existing structure



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OFFICE USE ONLY	
Filing Fees	
Chk	Cash
Bus. Lic.	

MINOR ARCHITECTURAL APPROVAL

Applicant/Property Owner

Name

Address

City, State

Phone

Check all that apply:

- ☐ Roof Replacement
- ☐ Color Change
- ☐ Like for Like Replacement
- ☐ Minor Additions (less than 25% of existing home)

Supporting data must be attached:

- *Color chips*
- *Material specs, i.e. roofing, windows, etc.*
- *Photos of existing structure must be submitted*
- *Site plan drawn to scale*

Address and Assessor's parcel number of property where work is proposed:

Street Address

Assessor's Parcel Number

Description of work:

Applicant's Signature _____ Date _____

NOTICE TO APPLICANT:

This architectural approval by the City Staff is authorized by Planning Commission resolution. **The approval is strictly limited to the above work.** Any other work may require Planning Commission approval. Please call City Hall if you have any questions regarding the extent of this approval.

This approval does not exempt the work from a building permit. Contact the Nevada County Building Department (265-1222) to check whether a building permit is required. This form may be presented as evidence of City architectural approval for the above work.

Contractors must have a current Business License on file with the City of Nevada City.

Approved by:

Date:
